



# 98TH AREA SUPPORT GROUP

## "TEAM OF TEAMS"

### *COMMANDER'S POLICY*



<b>POLICY NUMBER:</b> 14	<b>DATE:</b> 30 January 2003
<b>SUBJECT:</b> Overtime and Compensatory Time Earned Authorizations	

1. **REFERENCES:**

- a. DOD FMR, Volume 8, Chapter 2, Overtime and Compensatory Time Earned Authorizations, August 1999.
- b. 5 CFR 532.504 and 550.111
- c. USAREUR Reg. 690-58 (24 February 1998) Overtime Control Program - Civilian Personnel (LN).

2. **PURPOSE:** This letter provides policy to be followed in determining the standard for which overtime and compensatory time will be authorized.

3. **SCOPE:** Policy covers all civilian personnel requests for overtime and compensatory time as well as the authorizations needed and time frame for submission.

4. **EXEMPTIONS:** None

5. **APPLICABILITY:** Provisions of the policy are to be observed and implemented by Base Support Battalion (BSB) Commanders and ASG Directorate Chiefs within the 98th ASG.

6. **POLICY:**

- a. Prudent use of overtime can be an effective management tool for urgent or emergency needs. Many overtime requirements can be reduced with better work and leave schedules. Managers should adjust current work schedules to provide better coverage during all hours of operations and substantially reduce the need to authorize overtime. However, IAW references 1a – 1c, overtime must be approved and validated in advance at the appropriate management level. Likewise, the 98<sup>th</sup> ASG Directorate of Resource Management (DRM) or BSB DRM cells must certify that funds are available before the overtime is worked.

AETV-WG-E

SUBJECT: Overtime and Compensatory Time Earned Authorizations

b. The FY02 98<sup>th</sup> ASG Resource Guidance provides approval authority for overtime to the BSB Executive Officers (XO), BSB Commanders, ASG Directors, ASG XO and ASG Commander. However, the ASG Commander or XO will approve all overtime requests in excess of 19 hours per month (2 pay periods for US and 1 month for LN).

c. The following guidelines are established with regards to overtime and compensatory time:

1. The BSB Commander, BSB XO or ASG Directors may approve overtime up to 19 hours once fund availability is obtained from the DRM cells or the 98<sup>th</sup> ASG DRM.
2. The ASG Commander or XO may approve overtime in excess of 19 hours after being validated and recommended for approval by the BSB Commander or ASG Directors and fund availability is confirmed from the DRM cells or the 98<sup>th</sup> ASG DRM.
3. Commanders, XOs and Directors may provide to the 98<sup>th</sup> ASG DRM or appropriate DRM cell a list of personnel who must perform on call duties after regular hours. A monthly request for LN overtime must also be accomplished through appropriate channels (to include works councils).
4. Emergency overtime requirements that occur outside of the procedures prescribed in this policy will be approved telephonically as close to the time the requirement is identified as possible. The supporting paperwork will be submitted the next duty day.
5. BSB Commanders or XOs are authorized to approve overtime in excess of established limits for firefighters and emergencies. Firefighter and emergency overtime must still go through the appropriate channels.
6. At the request of an employee, BSB Commanders may grant compensatory time off in lieu of payment of overtime to qualified employees. Compensatory time is subject to the same approval requirements as overtime. Earned but not taken compensatory time reverts to paid overtime after 26 pay periods for US and after 3 months for LN employees.

AETV-WG-E

SUBJECT: Overtime and Compensatory Time Earned Authorizations

d. Actual overtime requested and worked is available for review at the 98<sup>th</sup> ASG DRM office and at the BSB DRM cells.

e. Policy questions and concerns may be addressed to Mrs. Diane Struve, 98<sup>th</sup> ASG DRM, 351-1410.

f. This policy memo supersedes 98<sup>th</sup> ASG Policy memo 14, dtd 15 April 2002.

“Team of Teams”

//Original Signed//

DENNIS W. DINGLE  
Colonel, AD  
Commanding